State of California

Employment Training Panel

Training Proposal for:

Group 4 Architecture Research and Planning, Inc.

Agreement Type: Small Business

Agreement Number: ET09-0249

Panel Meeting of: **October 17, 2008**

ETP Regional Office: **San Francisco Bay Area**   Analyst: A. Nastari

CONTRACTOR:

- Type of Industry: Services:

  Priority Industry: ☐ Yes ☒ No

- Contractor's # of Full-Time Employees:

  ➤ *California:* 24

  ➤ *Worldwide:* 24

  ➤ *Number to be trained:* 24

- Turnover Rate: 13%

- Repeat Contractor: ☐ Yes ☒ No

CONTRACT:

- Training Project Profile: Retrainee

- ETP Funding Amount: $8,448

- In Kind Contribution: $11,490

- Average Cost per Trainee: $352

- Post Retention Wage: $17.00

- Health Benefits: N/A

- Occupations to be Trained: Administration Staff, Architects, Finance Staff, Human Resources Staff, Information Technology Staff, Marketing Staff, Owners

- Training Menu:

  ☒ Computer   ☐ Management
  ☐ Commercial   ☒ Business
  ☒ Cont. Improvement   ☐ Other:

- Range of Hours: 8-40 Weighted Avg: 16

- Multiple Job Numbers: ☐ Yes ☒ No
- County(ies) Served: San Mateo
- Union Representation: ☐ Yes ☒ No
- Subcontractors: To Be Determined
- Third Party Services: None

INTRODUCTION

Group 4 Architecture Research + Planning, Inc. (Group 4 Architecture), a small business located in South San Francisco, provides a full range of architecture and planning services to public and private clients. Services include needs assessments, feasibility studies, building programs, facility and system-wide master plans, site selection, and conceptual design. Some of Group 4 Architecture's projects include the South San Francisco Convention Center; the Burlingame, Milpitas, and Fairfield libraries; as well as the San Leandro Senior Center. Out-of-state customers include HOK Dubal Airport, Saudi Arabia; and U.S Post Offices in Incline Village and Reno in Nevada; Steamboat Springs and Craig in Colorado; and Honolulu, Hawaii.

Group 4 Architecture has been found eligible for standard retraining as an employer that provides a service in California that regularly competes with service providers located out-of-state; and/or provides a service directly to out-of-state customers where revenues derived directly from this service comprise at least 25% of gross annual revenue, per Title 22, California Code of Regulations, Section 4416(d)(3,4).

Group 4 Architecture representatives report that the company faces competition from employers both in California as well as from out-of-state and has lost projects to competitors. The company attributes the loss of projects to out-dated software design skills.   Traditionally architectural software has been two dimensional, which requires several drawings when changes are made to the plans. Competitors are now using an updated system known as Revit which allows architects to visualize and design buildings in three dimensions, providing the customer with a more detailed drawing of the proposed project. The system improves efficiencies by cutting the project development time in less than half, reducing the need for revised drawings, and providing a higher degree of accuracy.

The company is also in the process of implementing an accounting system that will provide a more accurate detail of project costs and will streamline client billing information. This, coupled with continuous improvement skills in team building and project management, will increase efficiencies in the workplace and enable the workforce to make frontline decisions, allowing workers to become accountable in a team environment.

The company's training plan consists of business, computer, and continuous improvement skills which will provide workers with the tools necessary to remain competitive and provide high paying, secure jobs to workers.

RECOMMENDATION

For the reasons set forth above, staff recommends approval of this proposal.